

REPORT FOR WEEK ENDING 21 November 1956
from
RECORDS MANAGEMENT OFFICER FOR REPORTS AND CORRESPONDENCE

Project 6-13, Dispatch Format and Procedure

No change pending procurement of test forms,

Project 6-22, DD/I Reports Survey

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Apparently the recommendations we forwarded to Mr. [REDACTED] in July were only recently sent on to the DD/I Offices. Mr. [REDACTED] ARO/OCR, 25X1A9a called to report that he had received the recommendations on OCR reports, and to request copies of the manual, "Operating an Area Reports Management Program."

Project 6-35, Survey of Procurement Division Contract Files

No change pending receipt of work organizers for the file clerk's work station.

Project 6-60, Installation of File System, GR Division

Installation of the subject-numeric system in the office of the Division Chief, will be completed today. All material in the 1956 file has been refiled in standard 11 point folders. New guides have been installed and the revised system is fully operational. Installation of the system in the offices of the two Branch Chiefs will be started next week.

General Information

a. The following actions were taken in keeping with our policy to evaluate as well as implement employee suggestions:

1. Developed a flier publicizing the use of the Security Check Officer List on a monthly rather than a daily basis. The flier was sent to the Chief, Physical Security Division for his approval.
2. Forwarded to the CIA Top Secret Control Officer instructions on the use of hectograph top secret classification stickers. He will incorporate these instructions in a memorandum to his area Top Secret Control Officers.

b. In order to evaluate Employee Suggestion 2536, tests were made of nine types of typewriter ribbons now stocked in the supply system. Seven of these reproduced well on the Thermo-Fax machine at a 1.5 setting. The results of this test will be compared with the reproductive quality of the Old Town #333 ribbon which the suggester recommended the Agency use. A local supplier has ordered samples of this ribbon for our test.

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